



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Facilities Operations Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 78

BASIC FUNCTION:

Plan, organize and direct the administrative and operational activities of the Plant Operations Division for the District; plan, coordinate and manage a comprehensive budget and custodial care program; plan, organize and direct the security and safety activities, programs and operations of the District and District schools; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, coordinate and manage a comprehensive custodial care program; assure compliance with applicable health and safety standards; create a safe and clean school environment and maintain District facilities
- Plan, organize and direct the security and safety activities, programs and operations of the District and District schools; develop plans and procedures related to security and safety; communicate with various departments in the development and implementation of new and existing programs; plan and implement preventive measure to prevent incidents
- Plan, organize and direct the administrative and operational activities of the Plant Operations Division for the District; establish standards for custodians and preventive maintenance; create a safe and clean school environment and maintain District facilities
- Supervise and evaluate the performance of assigned office and custodial staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and present in-service training programs, evaluate and test custodial products and equipment
- Develop and conduct a variety of informational and instructional meetings and programs for custodial staff to assure safe and proper work practices, cleanliness and appearance; conduct in-service programs for the proper operation and maintenance of custodial equipment; develop and conduct staff orientations and trainings for new personnel
- Provide technical expertise, information and assistance to the Director and other District administrators and civic leaders regarding assigned functions; assist in the formulation and development of policies, procedures and programs

- Work with City administrators to develop, implement and monitor the Refuse and Recycling Program within the District; assure compliance with proper maintenance and disposal of hazardous waste and maintain current HMBP plans
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Assist in managing and implementing the District's Property Management Program; accept, review and provide initial approval for Facilities Use Permits for rental of District facilities by public and private groups; arrange for after-hours clean up by custodial staff
- Conduct scheduled site inspections; inspect completed work by custodial and grounds staff for accuracy and compliance with instructions and established standards; assist administrators in the development of custodial standards
- Communicate with other administrators, personnel and outside organizations to purchase equipment and coordinate activities and programs, resolve issues and conflicts and exchange information
- Develop and prepare the annual preliminary budget for the custodial and security Departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Coordinate, monitor and document the Integrated Pest Control Program
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of District custodial and safety and security programs

Applicable laws, codes, regulations, policies and procedures related to assigned activities

School and District rules and regulations concerning campus control, security and appropriate student behavior

Budget preparation and control

Oral and written communication skills

Principles and practices of administration, supervision and training

Safe campus supervision methods and procedures

Proper methods, techniques, materials, tools and equipment used in modern custodial and maintenance work

Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures

Requirements of maintaining buildings in a safe, clean and orderly condition

Principles and practices of administration, supervision and training

Appropriate safety precautions and procedures

Record-keeping and report preparation techniques

Inventory methods and practices

Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Operation of a computer and assigned software

ABILITY TO:

Plan, organize and direct the custodial, security and safety activities, programs and operations of the District
Confer with site administrators and supervisor regarding custodial needs, schedules and concerns
Initiate effective and timely responses to incidents
Enforce campus rules and regulations
Conduct complex investigations
Implement preventive measure to prevent incidents
Train and evaluate the performance of assigned staff
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Operate security equipment
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Prepare comprehensive narrative and statistical reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in building management and safety and six years of increasingly responsible custodial experience including at least two years in a supervisory capacity

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to conduct inspection of incidents
Standing and walking for extended periods of time

HAZARDS:

Contact with dissatisfied or abusive individuals